

**RULES OF THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD  
OF THE CITY OF LAKE CHARLES, LOUISIANA**

**RULE I**

**MEETINGS OF THE BOARD**

- SECTION 1:       The board shall hold one regular meeting within each quarterly period of the year, preferably on Friday mornings during the months of January, April, July, and October.       The board shall hold such special meetings as may be called by the chairman as provided in Revised Statute 33:2471 and those that follow.
- SECTION 2:       Unless otherwise provided in the notice for such meetings, all meetings shall be held at 8:30 a.m. in the City Council Chambers at City Hall, 326 Pujoe Street, Lake Charles, Louisiana.
- SECTION 3:       Notice of regular meetings shall be given by posting such notice in the city hall, at fire stations, the police department, and at the building in which the meeting is to be held, not less than five (5) days before the date fixed for such meeting, unless otherwise provided by law. Such notice shall state whether the meeting is regular or special, and shall include the date, time, place, and agenda of the meeting, provided that upon approval of two thirds of the members present at the meeting of a public body, the public body may take up a matter not on the agenda.
- SECTION 4:       Special meetings of the board will be held only upon call of the chairman, or in his absence, the vice-chairman, or as provided by Revised Statute 42:4:1, and those statutes that follow.
- SECTION 5:       All board meetings shall be open to the public, except when the board meets in executive session as provided for in Revised Statute 42:4.1, and those statutes that follow.
- SECTION 6:       All board members must be notified not less than five (5) days preceding all regular board meetings.       Special meetings may be held upon twenty-four hour notice, as provided by law.
- SECTION 7:       Four members of the board must be present to constitute a quorum of the board.       Concurring votes of three members are necessary for decision of all matters before the board.

## **RULE II**

### **SUBJECT MATTER OF MEETINGS**

- SECTION 1: At regular meetings the board shall consider all new or old business which may be brought to its attention in the manner hereinafter provided.
- SECTION 2: At special meetings the board shall consider those items of business for which the meeting was called.

## **RULE III**

### **ORDER OF BUSINESS**

- SECTION 1: On regular meetings the order of business shall be as follows:
1. Reading of the minutes.
  2. Special and general reports.
  3. Decisions and orders on matters considered at previous meetings.
  4. Unfinished business.
  5. New business.
- SECTION 2: On special meetings the order of business shall be as follows:
1. Reading of the minutes.
  2. Decisions and orders on matters considered at previous hearings.
  3. Hearing of matters previously fixed for the special meeting.

## **RULE IV**

### **APPLICATION FOR APPEALS AND HEARINGS**

- SECTION 1: Any person authorized to appeal to the board under the provisions of Civil Service Law may apply for such an appeal by a written notice giving a clear and concise statement of the action complained against, the basis of the appeal, and the relief sought. Application for appeals to the board under the provisions of R.S. 33:2501 of Civil Service Law shall be made only

by regular employees in the classified service and shall be limited to matters involving discharge, corrective, or disciplinary action and the application shall so state. All other requests for hearings shall set forth the section of Civil Service Law under which the application is brought and shall contain a statement of the jurisdiction of the board. All applications for appeals and other hearings must be signed by applicant or his counsel, if any, and must give the full name and post office address of the appellant and of his counsel. Written notice shall be filed with the secretary of the board and a copy thereof filed with the chairman of the board.

SECTION 2: No appeal shall be effective unless the above stated notice is filed within fifteen (15) days following the action complained against, or where written notice is given of an action to be thereafter effective, within the fifteen (15) days following the date on which such notice is given.

SECTION 3: The secretary of the board shall cause the date of filing to be noted on each notice of appeal and shall file said appeal on the appeal's docket, giving the said appeal an appropriate title.

SECTION 4: The chairman of the board shall fix the time and place for the hearing on an appeal or motion for summary dismissal and shall give notice thereof to all parties not less than ten (10) calendar days prior to the date fixed.

## **RULE V**

### **PROCEDURE ON APPEALS**

SECTION 1: All hearings on appeals shall be open to the public.

SECTION 2: Parties shall have the right, but shall not be required, to be represented by counsel. When any party is represented by more than one attorney, only one attorney for any party shall be permitted to examine the same witness.

SECTION 3: The rules of evidence as applied in civil trials

before the courts of this state need not be strictly complied with, but the board shall limit evidence to matters having a reasonable relevance to the issues before the board. The burden of proof shall be on the appointing authority except in those cases where, (1) an employee is alleging that he was not given a fair opportunity to prove his abilities in his position after the appointing authority has failed him in his working test period as provided for in R.S. 33:2495 and, (2) when the employee alleges discrimination based on political or religious beliefs, sex or race.

SECTION 4: Parties and witnesses shall be subject to cross-examination as in civil trials. The board looks with favor upon stipulations of undisputed facts.

In appeal hearings against disciplinary actions, the appointing authority shall be first to present evidence and testimony followed by the evidence and testimony of the appellant. Board members may ask questions of witnesses.

SECTION 5: The board may, on request of any party or on its own motion, place witnesses other than parties under the rule of the board and thus exclude them from the hearing room.

SECTION 6: Any party desiring the issuance of a subpoena for the attendance of a witness or the production of books or papers must apply for appropriate order, to the board, in writing at least eight (8) days before the time fixed for the hearing. Such application shall state the purpose of the subpoena and what evidence or testimony is sought by the issuance of the subpoena. A subpoena service fee of twenty dollars per page and one dollar and four cents per mile one way will be required for any additional subpoena requested after the first four (4).

SECTION 7: The board may, on request of any party or on its own motion, place witnesses other than parties under the rule of the board and thus exclude them from the hearing room.

SECTION 8: When an appeal is taken by an employee in the classified service in those cities with a population exceeding thirteen thousand (13,000) pursuant to R.S. 33:2501 to a municipal fire and police civil service board, and the board

determines, in reversing the decision of the appointing authority, that the corrective or disciplinary action taken by the appointing authority was without just cause as provided in R.S. 33:2501, the board may award to the appealing employee attorney fees to be assessed against the appointing authority not to exceed one thousand dollars in any one appeal.

SECTION 9: The board may fix total time permitted for all argument and may require written briefs to be submitted on the issue presented.

#### **RULE VI**

##### **DISMISSAL OF APPEALS**

SECTION 1: If the appellant fails to appear at the place and time fixed for any hearing, his appeal may be dismissed or the board may, in its discretion, continue the case or proceed with the hearing and render its decision upon such evidence as may be adduced at the hearing.

SECTION 2: If the authority or person against whose action the appeal has been taken fails to appear at the place and time fixed for any hearing, the board may proceed with the hearing and the appeal shall be decided upon such evidence as may be adduced at the hearing.

#### **RULE VII**

##### **TRANSCRIPTS OF HEARINGS**

SECTION 1: If any party to the hearing desires a permanent transcript of the hearing, the party shall furnish a court reporter for said purpose at the party's own expense. Where a court reporter is furnished, the first copy of the original of the transcript shall be filed with the board and shall become part of the permanent record of any subsequent appeal. Where no court reporter is furnished, the secretary of the board shall maintain as complete notes as is feasible, and the board shall issue a written finding of fact.

**RULE VIII****OTHER HEARINGS**

SECTION 1: All other hearings of the board shall be instituted and shall be conducted in accordance with the above and foregoing rules and Civil Service Law in general.

**RULE IX****APPLICATION FOR ADMISSION TO TEST**

SECTION 1: Test for entry upon promotional and competitive employment list shall be advertised for and administered in accordance with Section 22 of the Civil Service Act. Test for entrance upon competitive employment list may be given as the needs of the service require and shall be given after any existing competitive employment list is fifteen months old and before said list expires. Tests for entry upon promotional employment lists shall be given after any existing list is fifteen (15) months old and before said list expires.

SECTION 2: Applications for admission to tests will be received on board-approved forms by the departmental board member at any time up to thirty (30) days after posting of a notice fixing said test , which thirty (30) day period shall end not less than six (6) days in advance of the date fixed for the test. The departmental board member receiving such application will forward such applications to the board secretary for maintenance in the permanent records of the board. The results of the tests and the maintenance of the lists established pursuant to such tests shall be kept as a permanent record of the board in accordance with the provisions of The Civil Service Act.

SECTION 3: Promotional and competitive employment lists shall be maintained by the board for eighteen (18) months and the secretary shall maintain a diary of the expiration date of any such lists.

SECTION 4: Admission to tests shall be governed by provisions of Section 23 of the Civil Service Act.

SECTION 5: When results of any examination are furnished to

the board by the State Examiner, the chairman shall forthwith poll all board members without the necessity of a formal meeting for approval thereof. Employment list shall become effective upon approval by a majority of the board and filing of the same by the board with the State Examiner.

Upon expiration of the then current promotion employment list for the classification tested, the Lake Charles Municipal Fire and Police Civil Service Board shall certify the names of persons obtaining a passing score on promotional examinations for placement on a new promotional list for that classification. The names shall appear on the list from highest to lowest according to total seniority in the department.

## **LEAVES OF ABSENCE**

### **RULE I**

#### **SECTION I: AUTHORIZATION, PURPOSES, AND CONDITIONS**

1. Leaves of absence may be made by the appointing authority and shall be made when required by law or these rules to employees working in the classified services, provided all such leaves shall be granted and used in accordance with the provisions and subject to the purposes and conditions as hereinafter provided.
2. All said leaves shall be issued in writing and shall set forth the effective dates and purposes thereof. A signed copy of each leave shall be furnished the board within fifteen (15) days of its effective date by a person having legal authority to grant and sign such leaves.
3. The right to regulate the time at which any employee may take an annual leave, or any other which is not beyond the control of the employee, shall be vested at all times with the appointing authority. (Sec 25, Act 102 of 1944).
4. Employees in the classified service may engage in other employment while on compensatory time or annual leave during their regularly assigned working hours.
5. The board expressly reserves the right to investigate and set aside any leave granted or

used contrary to the provisions and purposes of these rules; or to take any other action it deems necessary or proper under the authority and provisions of Act 102 of 1944.

## **SECTION II: VACATION LEAVE**

### **A. Fire**

1. Each full-time employee of the fire department after having served one year, shall be entitled to annual vacation of eighteen (18) calendar days with full pay. This vacation period shall be increased one calendar day for each year of service over ten (10) years, up to a maximum vacation period of thirty (30) calendar days all of which shall be with full pay. The vacation privileges herein provided for shall not be forfeited by any member of the department for any cause.
2. "Vacation day", shall be defined as a calendar day from midnight to midnight, upon which personnel would normally be scheduled to work. Therefore, personnel whose work schedule covers parts of two (2) calendar days, will be charged two (2) days of annual leave to take off a full shift. Employees shall not be required to use their annual vacation days on days that they are not scheduled to work.
3. The appointing authority has the right to regulate the time at which any employee is granted annual leave as provided in Revised Statute 33:2497.

### **B. Police**

- days
1. Each employee shall be entitled to fifteen (15) of vacation per year as provided for by L.A. R.S. 33:2214.

All full time, permanent employees of the City of Lake Charles Police Department shall be entitled to additional vacation days as set forth below in (a) and (b) provided they have not received six (6) or more unscheduled/unexcused call ins or absences (as defined in the City of Lake Charles attendance policy and Personnel Policy Manuel) within the previous twelve (12) months.

All employees who have received six (6) or more



unscheduled/unexcused call ins or absences in a 12 month calendar year will not be entitled to take more than 15 vacation days for a period of 12 months beginning January 1 of the following year.

All existing civil service employees hired prior to January 1, 2002, shall be entitled to vacation in accordance with the current contract.

1-5 years	15 days
6-10 years	21 days
Over 10 years	28 days

All employees hired subsequent to January 1, 2002, shall be entitled to fifteen (15) days vacation plus one day for each year of service up to a maximum of twenty-one (21) days.

2. Any regular employee whose employment relations are terminated after the first six (6) months of any calendar year shall be given the full fifteen (15) days vacation leave. Any such employee whose services are terminated before the expiration of the first six (6) months of any respective calendar shall not be given vacation leave for that year. Each such employee, whether his employment relations are terminated during the first or last half of a respective calendar year, shall be given all vacation leave accrued and unused, if any, for the year preceding said termination. If said relations are terminated because of the death of such employee, the amount of said leave shall be paid to the employee's wife, if married, if not, to his estate. However, this is subject to the provisions above regarding unscheduled/unexcused call-ins or absences.

### **SECTION III: SICK LEAVE, FAMILY SICK LEAVE, FUNERAL LEAVE**

1. Each employee in the classified service shall be entitled to an annual sick leave with pay in a period of not more than fifty-two (52) weeks, of which sickness or incapacity was not brought on by his own negligence or culpable indiscretion.
2. Each employee in the classified service shall be entitled to an annual quarantine sick leave with pay of not more than ten (10) days during such times as the health of employees with whom he

associated or members of the public necessarily dealt with might be endangered by virtue of performance of his duties, because of his having been exposed to a contagious disease.

3. Each employee in the classified service shall be entitled to an annual family sick leave with pay of not more than ten (10) days during such time as, in the opinion of the family physician, employee's presence is required for the welfare, benefit, or comfort of employee's family due to serious illness of father or mother, wife or husband, son or daughter and brother or sister.

In the case of illness to any of the above mentioned, and the employee's presence is required for the family member, proper forms and doctor's excuses shall be provided to the Fire or Police Chief or his designee within four (4) days after returning to work.

Any employee who fails to provide the required doctor's excuses and official forms within four (4) days after returning to work or who knowingly and willfully misrepresents the facts on these forms will be subject to a deduction of pay equal to time taken off and/or disciplinary action.

- 3A. Each employee in the classified service shall be entitled to an annual family funeral leave with pay of not more than ten (10) days during such time as employee's presence is required for the welfare, benefit, or comfort of employee's family due to death of employee's wife or husband, son or daughter, mother or father, brother or sister, half-brother or -sister, mother- or father-in-law, son- or daughter-in-law, grandparent, grandchild, and brother- or sister-in-law. In the case of a death to any of the above mentioned, and the employee's presence is required for family members, proper forms shall be provided to the Fire and Police Chief, or his designee within four (4) days after returning to work.

Any employee who fails to provide the required official forms within four (4) days after returning to work or who knowingly and willfully misrepresents the facts on these forms will be subject to a deduction of pay equal to time taken off and/or disciplinary action.

4. Each employee in the classified service shall, at the discretion of the chief or other supervisory personnel, be granted emergency leave chargeable against his annual family sick leave.
- 4A. Sick Leave is applicable to maternity claims. Maternity leave commences when a doctor certifies that the employee cannot perform all of the duties of her position and light duty within her classification is not available.

**SECTION IV: SPECIAL LEAVE WITH PAY, WITHOUT PAY, OR WITH REDUCED PAY**

1. An appointing authority may, upon the written request of any regular employee and with the prior approval of the board, not to exceed eighteen (18) months whenever such leave is considered to be in the interest of the departmental service. Such leave may be granted with or without pay, or with reduced pay, as the circumstances may warrant. Where any employee does not return to work at the expiration of such leave, he shall be considered as having resigned his positions.
2. Special leave with or without pay may be granted by the appointing authority to regular employees for the purposes of attending district, state, national, or international meetings of employee or occupational organizations.

**SECTION V: CIVIL LEAVE**

1. Regular employees shall be given time off without loss of pay or vacation leave when performing jury duty, when subpoenaed to appear before a court, public body, board, or commissioner in the purpose of voting or serving as election commissioner in either a primary or general election, or when an employee, being a member thereof, attends meetings of the civil service board.

**SECTION VI: MILITARY LEAVE**

ARTICLE XIV, SECTION 15:1, SUBSECTION 12 OF THE LOUISIANA CONSTITUTION "RIGHT OF EMPLOYEE WHO ENTERED

ARMED FORCES TO BE REINSTATED".

Any regular and permanent employee who left a position of the departmental service, subsequent to May 1, 1940, and entered the armed forces of the United States shall be subject to the rights and jurisdiction of the classified service created by this section if he makes application therefor to the appointing authority within sixty days from the date of his honorable discharge or discharge under honorable conditions, and is physically and mentally capable of performing the work of his position to the satisfaction of the appointing authority.

For the purpose of effectively carrying out the hereinabove provisions the following rules have been adopted by the board, under the power granted it by section 8 of Section 15:1 of Article XIV of the Louisiana Constitution:

- A. It shall be within the power of the appointing authority to grant military leave, pursuant to the Federal Selective Service Training and Service Act; however said appointing authority must obtain the consent and approval of the civil service board of the City of Lake Charles, La. prior to the granting of the aforesaid military leave and furnish a photostatic copy of his compulsory induction.
- B. Within 60 days after the employee shall have completed the service for which military leave had been granted he shall report to the departmental service and shall furnish the board thereof with a certified photostatic copy of his certificate of discharge.
- C. It shall be within the power of the appointing authority to grant military leave under volunteer enlistment, for a period not to exceed four years, and the time served under such voluntary enlistment shall not be credited as time served in the department, but shall be deducted from the compilation of said employee's time served insofar as his eligibility for benefits are concerned, however the board, if requested by the employee, may be given a hearing and if proof can be furnished to the satisfaction of the board that such volunteer service is to supersede involuntary service through and by

Federal Selective Service call, and if in such a hearing the board finds that the evidence is to that effect, said board may grant the same rights and privileges to the employee as an employee who entered the service involuntary.

- D. Upon completion of the period granted for military leave it shall be mandatory for said employee to return to his position within the prescribed time and under the prescribed conditions as previously set out in Section B herein, should any employee fail to return to active service in his department within the prescribed 60 day period his employment with the service shall be terminated.
- E. Selective Training Service members, National Guard members, Naval Reserve members, Air Force Reserve members, Marine Reserve members, Army Reserve members, or any other members of an organized reserve of the United States Armed Forces shall be granted leave subject to the provisions set out herein.
- F. No section or sections of this rule shall be applicable to those employees who enter the Armed Services INVOLUNTARY, any member who involuntarily enters any branch of the armed services shall obtain credit for the time served therein and under said conditions, as though said time had been served in the employment of his department.
- G. Military Leave with Pay

An employee shall be authorized to take leave without loss of pay or vacation leave time when performing emergency military duty or participating in military field exercises or instruction, for a maximum of fifteen (15) days in one (1) calendar year, as provided by Revised Statute 42:394. Each member of the classified service shall give such notice of ordered duty at least thirty (30) days in advance to the chief of the department and this board, if known thirty (30) days in advance. Should the employee be called out on an emergency basis, the employee should contact the employee's supervisor, the chief of the department, or the person designated by the chief to receive such notice.

#### H. Military Leave without Pay

Any member of the classified service called into the Armed Forces, will be carried on military leave without pay until the employee returns to duty. The employee is required to notify the chief of the department or the person designated by him to receive such notice and this board when he receives such notice. Any member of the classified service who is called into the Armed Forces will be allowed to take whatever annual leave to which the employee may be entitled.

Provisional employees will not be granted a military leave of absence. They shall be required to resign or be dropped from service. Any member of the classified service who is a member of the National Guard or in the Reserves of the Armed Forces, upon being ordered to active duty, shall be given any leave due the employee in Section G (Military Leave With Pay). Should the employee have used all leave to which the employee is entitled (in Section G - Military Leave With Pay), then the employee shall be granted military leave without pay.

#### **SECTION VII: LEAVE WITHOUT AUTHORITY**

1. The absence of any employee, without first obtaining a written leave in accordance with these rules, may be covered by an authorized leave upon the return of such employee, provided the conditions of his absence warrant such action; if not, disciplinary action may be taken against any such employee for the infraction of these rules. If subsequent leave is not granted and disciplinary action is not taken, the appointing authority shall immediately report the matter to the board.

#### **SECTION VIII: LEAVE FOR SPECIALIZED DISASTER SERVICE VOLUNTEER**

1. Any employee who is a trained disaster volunteer of the American Red Cross may be granted leave from his regular work assignments, with pay, and without loss of seniority, annual leave, sick leave, or earned overtime or compensatory time

accumulation, for any period not to exceed fifteen (15) work days in any twelve (12) month period, to participate in specialized disaster relief services for disasters designated at Level III or above in the American Red Cross Regulations and Procedures.

2. Leave may be granted upon written request of the employee to the appointing authority which shall include certification of the employee as a trained American Red Cross disaster volunteer, the nature and location of the disaster, anticipated duration of the leave, nature of services required, certification by an official of the American Red Cross that the employee's services are needed, and the identity and title of the official of the American Red Cross to whom the employee is to report.

#### **SECTION IX: FILLING OF VACANCIES**

1. Any person appointed to fill a vacancy from the substitute appointment list shall be a temporary employee within the meaning of Sec. 24 of Act 102 of 1944, provided that such a person, prior to appointment shall execute a statement in triplicate to the effect that he understands the appointment to be temporary in nature and that such appointment shall not continue beyond the time for which the regular and permanent employee is away on authorized leave. Such statement shall further certify that the substitute appointee understands and agrees that he is not to be eligible for, nor participate in, the Fire and Police Pension Fund, or to enjoy any civil service status except for those rights provided for in Sec. 24 of Act 102 of 1944.
2. All substitute appointees shall be subject to all rules and regulations, as provided by the local board for regular employees, and shall be subject to all rules of discipline as established by the board or by the appointing authority.
3. All substitute appointments which exceed thirty (30) days shall be filled by appointing certified, eligible employees in accordance with the exact procedures as provided under Paragraph b of Section 26 of The Municipal Fire and Police Civil Service Law, regardless under whatever shift such employees may be assigned.

**RULE II****A. COMPULSORY RETIREMENT AGE UNDER THE PROVISIONS OF THIS RULE**

All personnel employed in the Lake Charles Fire Department upon reaching their SIXTY-FIFTH (65th) birthday shall be compelled to retire from the Lake Charles Fire Department.

**RULE III****A. COMPULSORY RETIREMENT AGE UNDER THE PROVISIONS OF THIS RULE**

All personnel employed in the Lake Charles Police Department upon reaching their SIXTY-FIFTH (65th) birthday shall be compelled to retire from the Lake Charles Police Department, provided that if any member of the police department becomes 65 years of age before the completion of 20 years of active service in the police department, the said member shall be entitled to continue working until he has completed 20 years of active service in the Lake Charles Police Department, then be compelled to retire under the provisions of this rule.

**RULE IV**

A person who resigns from the police department shall have his or her name approved by the board for rehiring under the provisions of Section 20-D part of Page 18 of the Lake Charles Municipal Fire and Police Civil Service Law.

**RULE V**

All members of the police department seeking promotional examinations above the class of Police Officer First Class be required to have completed the L.S.U. advanced in-service police training or an approved equivalent.

**RULE VI**

A RULE WHEREBY MEMBERS OF THE FIRE AND POLICE DEPARTMENT SHALL BE PAID TIME AND ONE HALF FOR WORKING ON CERTAIN LEGAL HOLIDAYS



All members of the Lake Charles Fire and Police Department covered by the provisions of the Lake Charles Municipal Fire and Police Civil Service Law shall be paid time and one half while on duty working on the following legal holidays:

1. New Year's Day
2. Martin Luther King, Jr. Birthday
3. Mardi Gras
4. Good Friday
5. Easter Sunday
6. Memorial Day
7. July Fourth
8. Labor Day
9. Thanksgiving Day
10. Christmas Day

#### **RULE VII**

##### **PAY PLAN FOR FIRE ALARM OPERATORS**

1. Those fire alarm operators who have been employed in the Lake Charles Fire Department as Fire Alarm Operators for five years or less shall be paid 16.15% more than three hundred (\$300.00) dollars per month.
2. Those fire alarm operators who have been employed in the Lake Charles Fire Department as Fire Alarm Operators for more than five years but less than ten years shall be paid 25% more than three hundred (\$300.00) dollars per month.
3. Those fire alarm operators who have been employed in the Lake Charles Fire Department as Fire Alarm Operators for ten years but less than fifteen years shall be paid 30% more than three hundred (\$300.00) dollars per month.
4. Those fire alarm operators who have been employed in the Lake Charles Fire Department as Fire Alarm Operators for more than fifteen years shall receive 35% more than three hundred (\$300.00) dollars per month.

#### **RULE VIII**

Provisions for the reinstatement of incumbents of the competitive class positions of Chief Fire Prevention Inspector and Chief Training Drill Instructor to line promotion classes:

1. Members of the fire department who are appointed to the competitive class position as Chief Fire Prevention Inspector or Chief Training Drill Instructor as a result of a competitive examination shall be permitted to transfer back to their respective line promotion class to which formerly assigned subject to the following provisions:
  - A. A member will be allowed a period of one year from the date of initial appointment to make decision to remain in the competitive class or return to his former line promotion class. Should the member elect to return to his former line promotion class within or prior to the end of the first year, the appointing authority shall transfer the member accordingly.
  - B. A member who elects to remain in the competitive class and such member has completed one year service from the date of initial appointment in the competitive class position will be allowed a total of three years, from date he completed his first year in the competitive class, in which to request reinstatement to his former line promotional class by making request to the municipal fire and police civil service board to have his name placed on the reinstatement list for his respective former line promotional class. Members requesting reinstatement shall be appointed to their former line promotional class and position, without loss of seniority, at such time as a position vacancy occurs in their former line promotion class. Pending the availability of a vacancy in their former line promotion class the member will be required to continue to perform duty in the competitive class to which he was initially appointed.
  - C. A member who does not elect option "b" above prior to the completion of 4 years service in the competitive class to which appointed will be required to remain in the competitive class to which appointed for the remainder of his service with the department unless the class is abolished.
  - D. If at any time the competitive class of Chief Fire Prevention Inspector or Chief Training Drill Instructor is entirely abolished by the appointing authority the incumbents appointed therein shall be transferred back to their former line promotion class and position within that

class without loss of seniority.

### RESOLUTION

Authorizing and directing the state examiner to give examination for promotions to all men serving in the Armed Forces of the United States in a manner as defined by this resolution at such times that said employee would become eligible for said promotion if he were not in service.

WHEREAS: There exists a national emergency; and

WHEREAS: A number of the members of both the police and fire departments have been called into service and a larger number will be called from time to time, and

WHEREAS: These men stand in danger of losing their seniority rights or not being able to determine just where their standing on the lists should be, and

WHEREAS: We feel that the city and general public owes a debt of gratitude to these men in the Armed Forces who are offering their all for our freedom; now therefore, be it,

RESOLVED: By the Municipal Fire and Police Civil Service Board of the City of Lake Charles that:

SECTION I: For the duration of our present National Emergency any member of the fire and police department who now comes under the provisions of this Act (Act 102 of 1944) and is classified as a regular employee: or, who may at a later date come under the provisions of this Act and be classified as a regular employee, that may be called into the Armed Forces of the United States, may upon application to the secretary of the civil service board or the elected representative of the departments in which he is classified in, be furnished an application blank for the next regular scheduled examination.

SECTION II: The applicant shall furnish the name and address of his commanding or executive officer along with his application.

SECTION III: After application is received and

